

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1
HELD MARCH 3, 2021

A Special Meeting of the Board of Directors of the Cottonwood Highlands Metropolitan District No. 1 was held on Wednesday, March 3, 2021 at 2:00 p.m. as a video conference on Microsoft Teams due to Executive Orders issued by Governor Polis and Public Health orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus.

ATTENDANCE

In Attendance were Directors:

John Cheney
Debra Hessler
Jill Luchs
Ryan Foristal
Jennifer Waiton

Also in Attendance were:

Celeste Terrell & Nancy Bach; CliftonLarsonAllen LLP (CLA)
Sean Allen; White Bear Ankele Tanaka & Waldron
Will Medellin, Sara Rutman & Eric Keesen; BrightView
Ronald Hilton; Homeowner

CALL TO ORDER

Ms. Terrell called the meeting to order at 2:03 p.m.

**DECLARATION OF
QUORUM / DIRECTOR
QUALIFICATIONS /
DISCLOSURE OF
CONFLICTS**

Mr. Allen advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Allen reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. The Board indicated that there were no additional disclosures of potential or existing conflicts of interest with regard to the matters scheduled for discussion at the meeting. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

APPROVAL OF AGENDA

Upon a motion duly made by Director Cheney, seconded by Director Luchs and, upon vote unanimously carried, the Board approved the agenda as presented.

PUBLIC COMMENT

The homeowner in attendance had questions regarding trail and fence repairs and who is responsible for trash clean up in

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the grass area. Ms. Terrell will research HOA and metro district maintenance obligations and follow up with the homeowner.

ADMINISTRATIVE MATTERS

November 3, 2020 Special Meeting Minutes: Following review, upon a motion duly made by Director Cheney, seconded by Director Hessler and, upon vote unanimously carried, the Board approved the November 3, 2020 Special Meeting Minutes.

BrightView Proposal for Winter Watering: Following review, upon a motion duly made by Director Luchs, seconded by Director Foristal and, upon vote unanimously carried, the Board ratified approval of the BrightView proposal for winter watering.

BrightView Proposal for Pet Waste Station and Locking Backflow Cages: Following review, upon a motion duly made by Director Luchs, seconded by Director Cheney and, upon vote unanimously carried, the Board ratified approval of the BrightView proposal for an additional pet waste station and locking backflow cages.

FINANCIAL MATTERS

Claims: Following review, upon a motion duly made by Director Cheney, seconded by Director Hessler and, upon vote unanimously carried, the Board approved the claims in the amount of \$111,502.11.

December 31, 2020 Financial Statements: Ms. Bach reviewed the Financial Statements with the Board. Upon a motion duly made by Director Cheney, seconded by Director Hessler and, upon vote unanimously carried, the Board approved the December 31, 2021 Financial Statements.

Other: Ms. Bach noted that the 2020 Audit Engagement Letter will be sent to the Board for review and approval when it is available.

MANAGER MATTERS

Discuss Relationship with Dove Village HOA: Ms. Terrell discussed the fence stain color approved by the Dove Village HOA Board of Directors and items the Landscaping Committee would like addressed. The Board directed CLA to complete the landscaping items that need addressed. Upon a motion duly made by Director Cheney, seconded by Director Foristal and, upon vote unanimously carried, the Board authorized the District Manager to complete the landscaping tasks in an amount

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not to exceed \$10,000 per task without further approval from the Board.

DIRECTOR MATTERS

Other: None.

NEXT MEETING

Confirmation of Quorum for Wednesday, June 2, 2021 at 2:00 p.m.: CLA will email the Board two weeks before the meeting to determine if a meeting is needed.

ADJOURNMENT

There being no further items to come before the Board, upon a motion duly made by Director Cheney, seconded by Director Hessler and, upon vote unanimously carried, the Board adjourned the meeting at 2:33 p.m.

Respectfully submitted,

DocuSigned by:



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Secretary for the meeting

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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/22/2021 4:41:09 PM
Certified Delivered	Security Checked	7/22/2021 5:53:37 PM
Signing Complete	Security Checked	7/22/2021 5:53:48 PM
Completed	Security Checked	7/22/2021 5:53:48 PM
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